



TRANSFER OPPORTUNITY

FOR STATE EMPLOYEES



DEPARTMENT OF INDUSTRIAL RELATIONS

Occupational Safety and Health Appeals Board

Legal Support Supervisor I

Position: Legal Support Supervisor I
\$3,277.00 - \$3,985.00

Location: Sacramento

Duties: Under the direction of the Executive Officer, the Legal Support Supervisor I is responsible for: supervising, planning, directing, and managing a legal support staff of five to fifteen employees. Typical duties include: scheduling hearings for all Hearing Officers, working closely with the Presiding Administrative Law Judges to coordinate travel schedules and maintain efficient work load standards; directly supervising and reviewing the processing of appeals received by the Board by the Appeals Initiation and Docketing Unit's support staff; coordinating the flow of work between the Appeals Initiation and Docketing Unit and the Hearing Operations support staff. This position is responsible for reviewing and approving work procedures, training new employees on automated appeal procedures and equipment. This position provides employee development, monitors and evaluates work performance and prepares probationary reports and annual performance reviews; prepares reports and summaries of appeal activity for the Board, the Cal/OSHA program, DIR Accounting and IS Units and coordinates the database used by all staff.

SROA/Surplus employees will be given first consideration and are encouraged to apply. Current State employees who are eligible for transfer, list appointment, or training and development assignment to the above class may apply by sending an application to:

Department of Industrial Relations
P.O. Box 420603
San Francisco, CA 94102

Attention: Sharon Gill
Telephone: (916) 274-5767

California Relay System Telephone number for the deaf and impaired: 1-800-735-2929

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